

DD/A 75-0165

15 JAN 1975

MEMORANDUM FOR: Director of Logistics

SUBJECT : Office Landscaping

Mike:

1. I had a conversation with [redacted] on Friday, 10 January. [redacted] wanted to talk about both "office landscaping" as a concept and, in a more particular way, the attached GSA brochure on "office excellence furniture."

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2. He stated his position on "office landscaping" and I stated mine, and both were quite similar. We agreed we should proceed very cautiously, but perhaps we can make one or two installations after which we can judge the "cultural shock" of people not having their own private cubical and, also, how people generally react to the concept. We also agreed that the concept may use more, and not less, space than our standard configurations. He appeared to be a little bit critical of one or two mistakes he considered had been made in the Key Building installation. I suggest you seek out the specifics from Ed [redacted]

3. As it pertains to "office excellence furniture," he had the following observations. He identified, and I believe properly so, that this title is merely a brand name for furniture and does not of and by itself represent "office landscaping." He does believe we should accept this furniture as our standard, to gradually replace the gray metal, and should make our intent known in publications. He next states that in some [redacted] computer installation going into Key Building, they have been endeavoring to order "modern-style" furniture from another catalogue. With the exception of a particular chair, he believes we should not allow it. He further states the selection of colors for the "office excellence furniture" is much too many and we should decide on a far fewer number. His recommendations on that are contained in a memorandum he left with me, a copy of which is also attached.

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4. Will you and your appropriate colleagues take all of this under consideration and let me have your reactions.

/s/ John F. Blake

John F. Blake
Deputy Director
for
Administration

Atts

DD/A:JFBBlake:kmg (14 Jan 75)

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